

Objections to Motions

For Attorneys

This lesson explains how to docket an objection (or a response) to a motion or application. The example used is an objection to a Motion to Avoid a Lien.

- STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

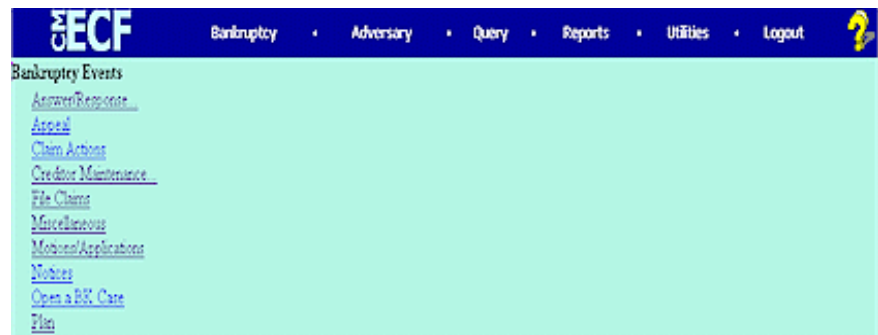


Figure 2

- ◆ Click the Answer/Response hyperlink.

STEP 3 The **ANSWER/RESPONSE TYPE** screen displays.
(See Figure 3.)



Figure 3

- ◆ Click the Reference an existing motion/application hyperlink.

STEP 4 The **CASE NUMBER** screen displays (See Figure 4.)



Figure 4

- ◆ Enter the correct case number, including the hyphen.
- ◆ Click **[Next]**.

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays.
(See Figure 5.)



Figure 5

- ◆ Click on the down arrow in the **Document Type** pick list.
Highlight *objection*.
- ◆ Click **[Next]**.

STEP 6 The **JOINT FILING** screen displays. (See Figure 6.)

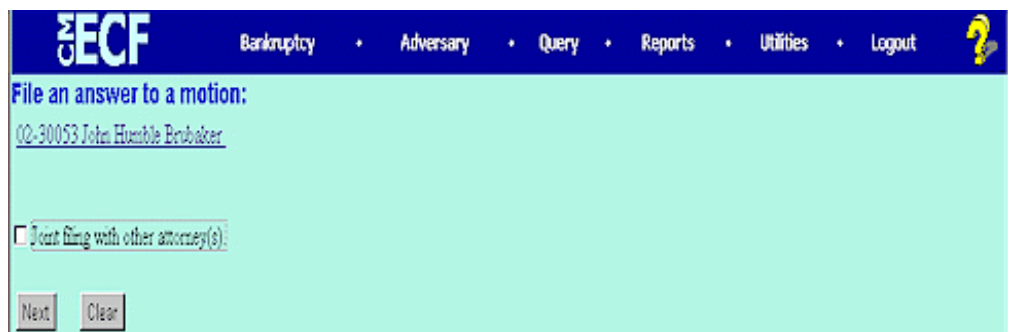


Figure 6

- ◆ This screen will only be used if another attorney is joining in this filing. No action is necessary.
- ◆ Click **[Next]**.

- STEP 7** The **SELECT PARTY** screen displays. (See Figure 7.) All participating parties on the case will appear on this list.



Figure 7

- ◆ The party for whom you are filing the objection in this example is Householder Finance.
- ◆ Since the party name (Householder Finance) does not display in the **Select The Party** box, they need to be added to this case.
- ◆ Click the Add/Create New Party hyperlink.

- STEP 8** The **PARTY SEARCH** screen displays. (See Figure 8.) You must first search the database to retrieve the party record. If the party is new to the court, a new party record must be created.



Figure 8

- ◆ It is very important to search carefully and thoroughly before adding a new party so duplicate records for the same person or entity do not reside on the database. Additional search hints are provided below.

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Garcia-Barrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.

- ◆ Click in the **Last/Business name** box and enter the last (or partial) name or business name of the party. We have entered Householder for Householder Finance.
- ◆ Click **[Search]** .

STEP 9 The system will search the court database and then display a list of all parties whose names match the search criteria you entered. However, in this example, no matches were made for Householder Finance. (See Figure 9a.)

The screenshot shows the CM/ECF search interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a search form titled "Search for a party". It contains three input fields: "SSN", "Tax Id", and "Last/Business name". The "Last/Business name" field contains the text "Householder". Below the input fields are two buttons: "Search" and "Clear". Below the search form is a section titled "Party search results" which displays the message "No person found." and a button labeled "Create new party".

Figure 9a

NOTE: Your name search may find more than one record having the same name as shown in **Figure 9b**. Clicking on each of the names will display a window showing the party's address information for verification.

If none of the addresses are correct for this party, you can either 1.) modify the address (for this case only) on the following PARTY INFORMATION screen, or 2.) click on the **[Create new party]** button to add a new person record with this address.

Figure 9b

◆ Click the **[Create new party]** button.

STEP 10 The **PARTY INFORMATION** screen will then appear.
(See Figure 10.)

Figure 10

- ◆ Complete all appropriate name fields. The entire business name should be entered in the Last Name field. **Do not** add address information.
- ◆ Since this party is represented by an attorney, do not change the pro se default value of No.
- ◆ Click to expand the Party Role list arrow ▼ and highlight **Creditor** (cr:cr).
- ◆ Click **[Submit]**.

STEP 11 The **SELECT PARTY** screen displays again with the new party filer highlighted at the top of the list (Householders Finance). (See Figure 11.)

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File an answer to a motion:" followed by a case number and name: "02-30053 John Humble Brubaker". The main content area has a light blue background. In the center, there is a section titled "Select the Party:". Below this title is a dropdown menu with three options: "Householder Finance, (cr:cr) (159-1521)", "American General (cr:cr)", and "Brubaker, John Humble (pty:db)". The first option is selected and highlighted. To the right of the dropdown menu is a link that says "Add/Create New Party". Below the dropdown menu are two buttons: "Next" and "Clear".

Figure 11

- ◆ Click **[Next]**.

- STEP 12** The **ATTORNEY/PARTY ASSOCIATION** screen appears.
(See Figure 12.)



Figure 12

- ◆ Since your party, Householder Finance, is new, this screen will establish you as counsel for them on this case. S. Craven is used as an example.
- ◆ Check the box and click **[Next]**.

- STEP 13** The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 13.)



Figure 13

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.
- ◆ Double-click the PDF file to select it.

- ◆ There will not be any Attachments to the objection in this lesson. Accept the **No** default radio button.
- ◆ Click **[Next]**.

STEP 14 The **LINKING** screen appears. (See Figure 14)

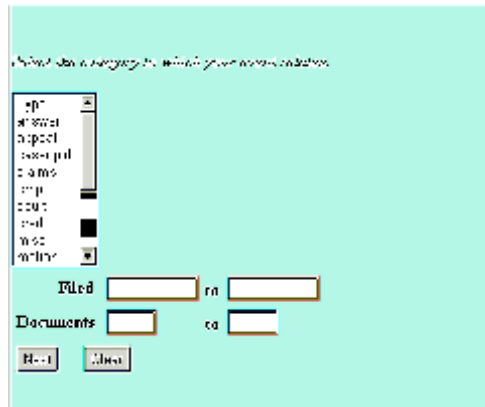


Figure 14

NOTE: Checking the box creates a link between the pending matter and the objection, answer or response.

- ◆ Check the box and click **[Next]**
- ◆ Select the category of documents to which your document will be linked to. For this lesson highlight and select **Motion** due to our objection is to the Motion to Avoid Lien. (See Figure 14b)
- ◆ You also may narrow your search by entering in a date range or document numbers.
- ◆ Click **[Next]**.

STEP 15 The **PENDING MOTIONS** screen appears. (See Figure 15a.)



Figure 15a

- ◆ Select the appropriate motion you wish to objection to by clicking in the box next to the date. If there is more than one possibility, click on the document number hyperlink to view the imaged application or motion.
- ◆ In preparation for enhancing the **FINAL DOCKET TEXT** screen, you can use a Windows shortcut to assist your processing.
 - Using your mouse, highlight the text of the Motion to Avoid Lien. (See Figure 15b.)



Figure 15b

- From the browser Edit pull down menu, select Copy or execute the keystroke **[Ctrl+C]**. This will store the text in the Windows clipboard until you are ready to paste it into

the final docket text.

- This utility can eliminate extra typing and also make the entries of the same type on the docket sheet more standardized. This step is optional; the final docket text can still be modified by typing additional text.

◆ Click **[Next]**.

STEP 16 A reminder message will display to ensure the final docket text is complete and meaningful. (See Figure 16.)



Figure 16

◆ Click **[Next]**.

STEP 17
The **MODIFY**
DOCKET TEXT
screen appears.
(See Figure 17.)

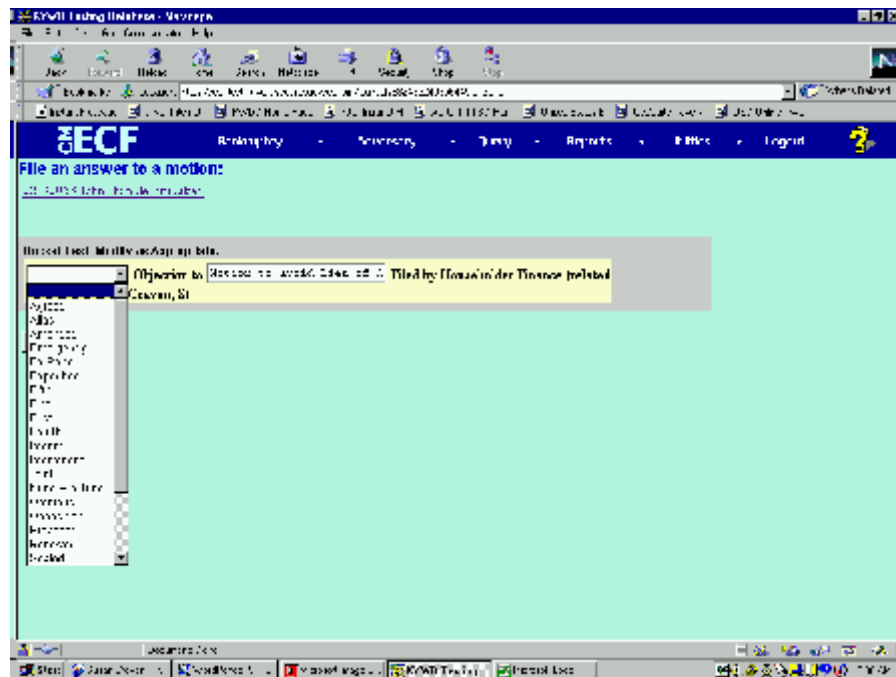
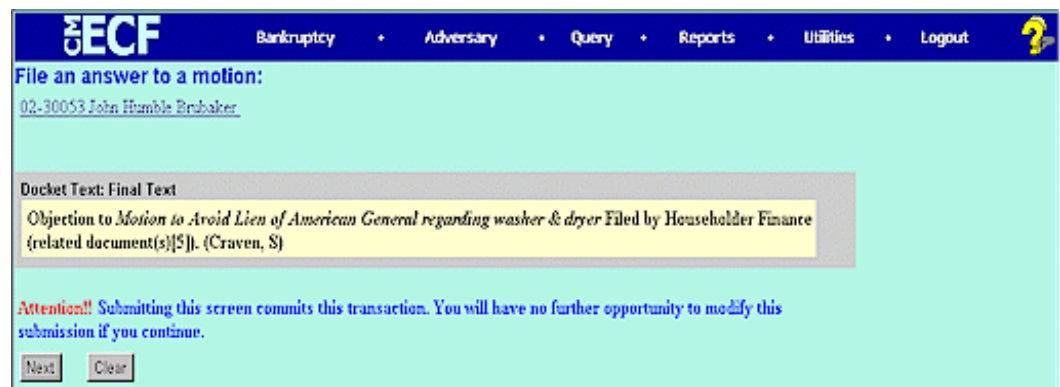


Figure 17

- ◆ These prefixes are optional. (See pop-up menu above.)
- ◆ Complete the docket text with the appropriate prefix and descriptive detail. If you have copied the text from the motion in Step 15b, position your cursor within the text box and click on Edit on the browser Menu bar and select Paste, or, alternatively use the keystroke [Ctrl + V] to paste.
- ◆ Click **[Next]**.

STEP 18 The **FINAL DOCKET TEXT** screen appears. (See Figure 18.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an answer to a motion:
[02-30053 John Humble Brubaker](#)

Docket Text: Final Text

Objection to Motion to Avoid Lien of American General regarding washer & dryer Filed by Householder Finance (related document(s)[5]). (Craven, S)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 18

- ◆ Use caution on this screen and proof the contents of the entry carefully.

NOTE: To abort or restart the transaction at any time, click the [Bankruptcy](#) hyperlink on the main menu bar.

- ◆ When you click **[Next]**, the entry is sent to the court's database.

STEP 19 The **NOTICE OF ELECTRONIC FILING** screen appears. (See Figure 19.)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is "File an answer to a motion:" followed by a link to "02-30053 John Humble Brubaker". The main content area has a light blue background and contains the following text:

Notice of Electronic Filing

The following transaction was received from Craven, S M entered on 4/22/2002 at 9:34 AM EDT and filed on 4/22/2002

Case Name: John Humble Brubaker

Case Number: [02-30053](#)

Document Number: [6](#)

Docket Text:

Objection to Motion to Avoid Lien of American General regarding washer & dryer Filed by Householder Finance (related document(s)[5]). (Craven, S)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: S/Training/PDF_ECF_Training/Objection.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=996699402 [Date=4/22/2002] [FileNumber=394-0] [0aB9987f1d37689adc3a6e42cc579858e2d892734c8b3bc26c4f3b1cf68783cf1d64950e37b405711c9a792d65087359095f6075f7541a7af193d473b63758258]]

02-30053 Notice will be electronically mailed to:

02-30053 Notice will not be electronically mailed to:

Joe Attorney

Figure 19

- ◆ Users should scroll down to view entire notice.
- ◆ Click the browser **[Print]** button to print a copy of this notice.
- ◆ You may also save the notice through the browser File/Save option.